



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

10/10/13

Abigail Jackson
706 South Garfield Ave
Burlington IA 52601

Dear Abigail,

This letter is in regards to the 10/9/13 compliance check of your Level B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

Abigail needs to remove hand tools and electric grill from dining room area and place in child inaccessible area. Abigail needs to clear off basement steps of items and clear off areas for food prep and serving.

☐ 110.5(1)a Numbers for each child's parent, physician, and a responsible person are accessible by the phone.

Abigail needs to update her contact sheet.

☐ 110.5(1)b All medicines and poisonous, toxic, or otherwise unsafe materials are secured from access by a child.

Abigail needs to place items in bathroom labeled "Keep Out Of Reach of Children" in higher inaccessible area for children. Abigail needs a child lock for bathroom sink cabinet.

☐ 110.5(1)n Has a minimum of one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and at the top of every stairway.

Abigail needs to place detector at the top of her basement steps and 2nd story stairway.

☐ 110.5(1)n Each smoke detector is tested monthly, and a record is kept for inspection purposes.

Abigail need to check monthly and document.

☐ 110.5(1)q All dogs and cats have annual examinations. Records of the exams are on file and must verify that routine immunizations are current and animal is free of endo and ecto parasites.

Abigail needs to show proof of annual exam for three cats and one dog. Abigail needs to show shot record for three cats and one dog.

☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years.

Abigail needs to show date of current physical for Ayliana and proof of immune status for Polio, MMR and dTap for Abigail and Jeff and current dTap for Ayliana.

☐ 110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

☐ 110.5(8)a Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number.

Need updates for A.K. (6), A.K. (8), H.V. (12), H.V. (10), L.G., R.G., A.G., N.G. Need for C.S., S.I.

☐ 110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency.

Need updates for A.K. (6), A.K. (8), H.V. (12), H.V. (10), L.G., R.G., A.G., N.G. Need for C.S., S.I.

☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.

Need updates for A.K. (6), A.K. (8), H.V. (12), H.V. (10), L.G., R.G., A.G., N.G. Need for C.S., S.I.

☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

Need physicals for C.S., S.I.

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.

Need updated physicals for L.G.

☐ 110.5(8)e For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical.

Need school-aged health status forms for A.K. (6), A.K. (8), H.V. (12), R.G., A.G., N.G.

☐ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

Need updates for A.K. (6), A.K. (8), H.V. (12), H.V. (10), L.G., R.G., A.G., N.G. Need for C.S., S.I.

☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health.

Need signature and date on form for R.G., Need for C.S., S.I., Need update for L.G.

☐ 110.5(8)h For each school-age child, record of a physical exam completed at the time of school enrollment or since.

Need for A.K.

- ☐ 110.5(8)i Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child.

Need updates for A.K. (6), A.K. (8), H.V. (12), H.V. (10), L.G., R.G., A.G., N.G. Need for C.S., S.I.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations by 11/25/13.**

- ☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur sometime on or after **11/25/13**.

Please do not hesitate to contact me at DHS at (319) 208-5521 if you have any questions regarding this letter.

Sincerely,

Social Worker II

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-866-324-3236

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).